

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS**

Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Conference Call Minutes of 11/14/2017

BOARD MEMBERS PRESENT: Heidi Brough Nye - Chair
Kristen E Hyde
Natalie M Nathan
Linda L Simon

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Deputy Bureau Chief
Maurie Ellsworth, General Counsel
Kellie LaBonte, Technical Records Specialist II

The meeting was called to order at 2:02 PM MST by Heidi Brough Nye.

CONTINUING EDUCATION COURSE APPLICATIONS

Ms. Simon made a motion to table the application for course 14974 pending receipt of additional information to be reviewed by a designated Board member when the information is received. It was seconded by Ms. Nathan. Motion carried.

Ms. Nathan made a motion to deny the course application submitted by Mr. Cory Sanford as it appears the instructor qualifications are inadequate for the topics documented in the application relating to Residential Care Facility Administrators. The Board noted that Mr. Sanford may request to appear before the Board if he requests reconsideration. It was seconded by Ms. Simon. Ms. Hyde abstained. Motion carried.

EXECUTIVE SESSION

Ms. Nathan made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Simon. The vote was: Ms. Brough Nye, aye; Ms. Nathan, aye; Ms. Simon, aye; and Ms. Hyde, aye. Motion carried.

Ms. Hyde made a motion to come out of executive session. It was seconded by Ms. Simon. The vote was: Ms. Brough Nye, aye; Ms. Nathan, aye; Ms. Simon, aye; and Ms. Hyde, aye. Motion carried.

APPLICATIONS

Ms. Nathan made a motion to hold application 901154770 pending receipt of additional information to be reviewed by a designated Board member. It was seconded by Ms. Hyde. Ms. Simon recused herself. Motion carried.

Ms. Nathan made a motion to hold application 901155146 pending receipt of additional information to be reviewed by a designated Board member. It was seconded by Ms. Hyde. Motion carried.

NEXT MEETING is set for January 25, 2018 at 10:00 AM.

ADJOURNMENT

Ms. Simon made a motion to adjourn the meeting at 3:41 PM. It was seconded by Ms. Hyde. Motion carried.

Heidi Brough Nye, Chair

Kristen E Hyde

Natalie M Nathan

Linda L Simon

Tana Cory, Bureau Chief